G. R. S. IX-5]

Previous references.

1917.

(G. Qu.)

File No. 33-17

Serial Nos. 11413

Later references.

Pre 20 Jan 11.11.63

p. 15

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 11413

Part B for June 1918.

SUBJECT.

Redistribution of the work of the G.R.S. into 5 main groups will be given effect to with effect from 1-7-1918.

11413. G. Qu. No: 17961/D/29-6-1918.

Re. the Re-allocation of heads to the several groups of the G.R.S.

W D 88—GPB—50,000—24-7-16

11-8-18

G. R. S. III-2]

General and Revenue Secretariat.

Gm File No. 33 of 1917.

Serial No.	
11	G. M. No. 17804 d. 27.6.18 stating that the redistribution of the work of the G. R. S. into five main Groups will be given effect to with effect from the 1st July 1918 Etc
13.	G. M. No 17961 d. 29.6.18. Re: the Re-allocation of hands to the several groups of the G. R. S.

G. S. V
GEN. & REV. S.
9 AUG 1918

NOTE—Contn. sheet.

WD A 1789—GPB—60,000—20-8-13—S.

G. R. S. 12]

General and Revenue Secretariat.

GM File No. 33 of 1917.

Serial No.

I submit herewith a draft Memo relating to the re-allocation of the existing hands into the several groups ordered to be constituted in G.O.No. G.15947-53/G.M.33-17-5 dated 23rd May 1918

An abstract statement showing the strength allotted for the several groups is also appended to the Memo.

A detailed statement showing the personnel allotted to each group# appears as an enclosure to the abstract statement.

Chief Sec / 28/6

The allocation seems to be generally suitable & may be brought into effect after approval by the Secretaries.

29/6

29.6.18.

I have no time to go through the details which I should like to comment upon. Mr. C.N Subba Rao is to the relaines in the Lc Conference Tues- I shall submit proposals separately about then

Master settled separately

28/6

The allocation is to be guided through I do not know I see after meeting

28.6.18.

NOTE—Contn. sheet.

GPB—20,000—30-6-15

25 copies

G.M.33-17-11

No. G. 17804/G.M.33-17-11 dated 27-6-18

Office Memorandum

The redistribution of the work of the General and Revenue Secretariat into five main groups as detailed in Appendix I of Government Order No. G. 15947-53/G.M.33-17-5 dated 23rd May 1918 will be given effect to from the 1st July 1918.

1. The sectional registers such as File, Suspend &c will continue to be maintained as hitherto.

2. The registers such as Diary, Despatch etc., pertaining to whole branches will be maintained by groups instead of by Branches, each group having only a single register of each kind.

3 Pending redistribution of hands into the several groups the present establishment will continue to submit papers -- through the present branch Superintendent adequate arrangements being made for the maintenance of the several group registers in accordance with the Revision Orders referred to above.

4 Separate orders will issue in regard to altering the monthly and weekly Proceedings volumes to suit the revised classification of Departments in the Secretariat.

By Order,

27/6/18

Chief Secretary to Government

Separate orders will issue about the transfer of minor depts to the Financial Secrt, pending which they will continue to be dealt with in B'r'd as heretofore.

Gte. 25 28/6

26-6-18

No. G 17961 dy 29.6.18

G.M. 33-17-13

Memo

The re-allocation of hands (detailed in the accompanying appendix and enclosures) to the several groups constituted in G.O. No.G.15947-53/G.M.33-17-50 dated 23rd May 1918 is ordered (provisionally) with effect from 1st July 1918.

2. Each group will form a self-contained unit with its common Diary, Despatch sheet and its complement of recorders and typists. The sectional registers such as file, suspend &c will continue to be maintained as hitherto.

To Secy Ex Asst Resident Secy & Fldy with Compliments - CSS 29/6/18

3. The routine work section (composed of the Diarists, Despatchers, Recorders & Typists) of each group will be under the direct charge of the Chief or Senior Superintendent of the group who will also exercise general control over the work of the whole group.

4. The Chief or Senior Superintendent of each group will in consultation with the other Superintendents of the group prepare within a week detailed statements showing the distribution of work pertaining to his group and obtain (through the Registrar) approval thereto of the Secretary concerned.

5. The steno-typist attached to each of the Chief, Revenue and Education Secretariats- will be a personal clerk to the Secretary concerned and will also attend to the general typing work of that Secretariat.

29/6

29/6

APPENDIX.

ABSTRACT STATEMENT

showing the allocation of the Establishment of the General & Revenue Sectt.

Name of Office	Chief Suptt.	Suptt.	I Dn. clerks.	II Dn. clerks.	Total	
Dewan's Office	1	1	7	3	12	
Establishment of I Member	-	-	1	1	2	
Establishment of II Member	-	-	1	1	2	
CHIEF SECRETARY'S GROUP			✓	✓		
Case-work Sections	1	4	14	16	35	
Confidential "	-	1	5	2	8	
Translation "	-	1	4	-	5	
Cash "	-	1	3	5	9	
Genl.Despng. D	-	-	-	2	2	
Eng. Records	1	-	-	4	5	@ Deputy Registrar
Ver. "	-	-	1	1	2	
Printing	-	-	1	-	1	
Library	-	-	-	1	1	
REVENUE SECRETARY'S GROUP	1	3	18	14	36	
EDUCATION Secretary's Group		2	9	8	19	
MUZRAI SECRETARY'S GROUP		1	4	6	11	
FINANCIAL SECRETARY'S GROUP	-	2	6	8	16	
TOTAL		16	74	72	166	

N.B. This distribution does not include the establishments sanctioned for the following temporary works.

WAR SECTION
LOCAL SELF GOVERNMENT SCHEME
IRON SCHEME
WAR LOAN

Posting of Records

28/6

ENCLOSURE.

DEWAN'S OFFICE.

Chief Superintendent	Mr. B.V.Lakshmana Rao
Superintendent	Mr. C.S.Srinivasachar
First Division clerks (7)	Mr. R. Thammaji Rao
	Mr. T.K. Subba Rao
	Mr. H.C.Subba Rao
	Mr. K. Gundu Rao
	Mr. H.Narayana Rao
	Mr. A.Arunachala Mudaliar
	Mr. H. Venkataramaiya
Second Division clerks (3)	M.R.Narayanaswami Iyer
	Mr.G.S. Rao
	R.Nanjappa (acting)

ESTABLISHMENT OF THE I MEMBER OF COUNCIL.

First Division clerk	Mr. B. Suryanarayana Rao
Typist	A. Chinnappa

ESTABLISHMENT OF THE II MEMBER OF COUNCIL

First Division clerk	Mr. M.Veerasami Naidu
Typist	S.Narainsami Rao

Bn
2/8/6

CHIEF SECRETARY'S GROUP.

CASE - WORK SECTIONS.

Chief Superintendent	Mr. N.Narainswami Iyengar
Superintendents (4)	Mr. N.Venkata Rao
	Mr. V.Subramanya Sastry
	Mr. M.Rangasami Iyengar
	Mr. S.V.Shamiengar
First Division clerks. (14)	Mr. B.Garudachari
	Mr. K.Venkata Rao
	Mr. M.S. Raghavachar
	Mr. A. Srinivasaiya
	Mr. K.N.Krishnasami Iyer
	Mr. S.N.Ardhanariswara Iyer
	Mr. H.N.Sankara Sastry
	Mr. A.K.Sankayaiya
	Mr. G. Ramachandra Rao
	Mr. B.Mallikarjuna Rao
	Mr. M.~~Narasinga~~ Rao
	Mr. Md.Wahib Alikhan
	Mr. S. Ganapathi (acting)
	Mr. ~~T.K.~~ Swaminathan
Second Division clerks. (16)	
Routine clerks.	Mr.M.Narasimha Iyengar
	M.Rajagopalaiengar
	N.Venkata Rao (acting)
	J.Madhava Rao "
	K.Kalyanasundaram "
	P.Sriramulu Naidu "
	D.Chandrasekhara Rao

Routine clerks (contd)	N.K.Thiruvengadam
	Mahamad Ghouse
	G.Veerabhadriah
	B.Srinivasa Iyengar
	H.Venkataramaiengar
Typists	C. Parthasarathi Set ~~K.N.Narayanaswami~~ Hanumanthappa ~~B.Krishnamurthi~~
Steno-typist	Mr.C.Krishnaswami Rao Saheb.

TEMPORARY WAR SECTION.

Superintendent	Mr. V.K.Srinivasa Rao
Typist	N.Ramachandra Rao

CONFIDENTIAL SECTION.

Superintendent	Mr. K.S. Rama Iyer
First Division clerks (5)	Mr. D.Seshagiri Sastry
	Mr. A. Subba Rao
	Mr. C. G. Ramaiya
	Mr. M.N.Anandalwar
	Mr. G. Chayapathi Rao
Second Division clerks (2) Routine clerk	T.S.Krishnamachar
Typist	H.K.Srinivasiengar

TRANSLATION SECTION.

Superintendent	Mr. D.Narain Rao
First Division clerks (4)	Mr. B.Ramacharya
	Mr. C.Venkataramaiya
	Mr. M.A.Tirunarayana Iyengar
	Mr. M.Vyasa Rao

CASH SECTION.

Superintendent and Cashier	Mr. W. Raghavachar
First Division clerks (3)	Mr. S.Narasimhamurthi
	Mr. M.M.C.Sri Rangachar
	Mr. M. Rama Rao
Second Division clerks (5)	
Rountine clerks	Mr. C.Krishnamurthi Rao
	M.Venkatanarain
	S.Arumugam
	R.Narahari Rao
Typist	S.V.Subbarayan

GENERAL DESPATCHING SECTION.

Second Division clerks (2)	K.Ramaswamiah
	Tirumalia

ENGLISH RECORDS.

Deputy Registrar	Mr. ~~R.E.Rama Rao~~
Second Division clerks (4)	Mr. H. Subba Rao
	" S.V.Pitchu Iyer
	B.N.Narasimha Iyengar
	T. ~~Srinivasa Char~~ Venkatakrishnamaiya

VERNACULAR RECORDS.

First Division clerk	Mr. C.L.Ramachandra Rao
Second Division clerk	H.Narasimhamurthi Rao ✗

SECRETARIAT PRINTING.

First Division clerk — Mr. M. Rangasami Iyengar

LIBRARY

Second Division clerk — Mr. M.N. Subba Rao

28/6.

REVENUE SECRETARY'S GROUP.

Chief Superintendent	Mr. B. Seshagiri Rao
Superintendents (3)	Mr. S. Srinivasiengar
	Mr. N. Murthi Rao
	Mr. A.N. Nanjundayya
First Division clerks (18)	Mr. K.P. Ganapathi Iyer
	Mr. K.Y. Krishnaswami Iyengar
	Mr. P. Krishna Rao
	Mr. M. ~~Anantharami engar~~ Narasinga Rao
	Mr. R. Krishnachar
	Mr. B. Subramanyasastry
	Mr. K. ~~Panduranga Rao~~ S. Srinivasa Iyengar
	Mr. D. Sitaramaiya
	Mr. M. Lakshminaranaiya
	Mr. R. Ranga Rao
	Mr. M.A. Ramaswamaiya
	Mr. H.P. Bhasyachar
	Mr. K. Srinivasiengar
	Mr. P.A. Sami chetty
	Mr. ~~R. Srinivasa Rao~~ T.K. Ramachandra Rao
	Mr. Y.G. Narasimhachar
	Mr. B. Narasimha Iyengar
	Mr. Y. Narasimha Iyengar
Second Division clerks. (14)	Mr. H. Srikantaiya
	Mr. E. Subramanya Iyer
	Mr. A. Venkatachar
	Mr. G.H. Vencoba Rao
	Mr. T. Raghavachar
	Mr. Masthan Khan Tarim
	Md. Abdul Rahiman Khan
	T. Venkatachar

Second Division clerks (contd)	N. Sitaramasastry
	T.Swaminathaiya
Steno-typist	S.G.Narasimhaiya
Typists	G.K.Venkataraman
	T.M.Kalingarajan
	T.Devaraj

LOCAL SELF GOVERNMENT SCHEME SECTION

First Division clerk	Mr. H.V.Krishnaswamy Iyengar
Second Division clerk	

EDUCATION SECRETARY'S GROUP.

Superintendents (2)	Mr. T.K.Someswara Iyer
	Mr. T.Gopalakrishniengar
First Division clerks (9)	Mr. D.Rangasami Iyengar
	Mr. S.Nagappa
	Mr. C.N.Subba Rao (To on Circuit Camp. Office a substitute will be appd. to work in Secty's off.)
	Mr. S.K.Venkataramana Aiyar
	Mr. T.S.Naraniengar
	Mr. D.Solomon
	Mr. P.S.Narasimhacharya
	Mr. Jambunatha Iyer
	Mr. @ Kasi Rao
Second Division clerks (8)	Mr. L.Srinivasa Rao
	B.K.Puttegowda
	T.V.Ramaswami Iyengar
	[illegible].Srikantaiya
	C.Srinivasa Rao
Steno-typist	C.L.Gabriel — vide remarks re Cn. Subba Rao
Typists	~~K.R.C. Narayanaswami~~
	~~C.Parthasarathi Naidu~~
	B.Krishnamurti
	V.K.Gurusami

TEMPORARY IRON SCHEME SECTION.

Superintendent	Mr.N.Sitaramaiya
First Division clerks	

Bn.

FINANCIAL SECRETARIAT.

Superintendents. (2)	Mr. B.V.Narasimhaiya
	Mr. R.S.Ramachandra Rao
First Division clerks (6)	Mr. T. Subba Rao
	Mr. H.V.Venkatanarasimha Iyengar
	Mr. ~~K.I.Srinivasiengar~~ R. Srinivasa Rao
	Mr. N.V.Sundaram
	Mr. T.Srinivasa Rao
	Mr. A.R.Chandrasekara Mudaliar
Second Division clerks (8)	
Rountine clerks	Y.M.Subrayulu Naidu
	B.S.Ramachandra Rao
	T.Venkatasubbaiya
	M.Parthasaradi Naidu
	K.Venkatachalaiya
	T.Narasinga Rao
Typists	Pitambaram Naidu
	M.Krishnaswami Rao

MUZRAI SECRETARIAT.

Superintendent	Mr. B. Ramaiya
First Division clerks (4)	Mr. S.R.Narasimhaiya
	Mr. S. Tirumalachar
	Mr. C. Chowdaiya
	Mr. A. Venkata Rao
Second Division clerks (6)	
Routine clerks	D.Appadoray
	K.V.Lakshaman
	V.Sundaram
	P.Srinivasa Rao
	K.Subbaraya
Typist	C.Shama Rao